



# NATIONAL OPEN UNIVERSITY OF NIGERIA

## CENTRE FOR LIFELONG LEARNING & WORKPLACE TRAINING

### INTERNAL MEMO

**From:** Dr Ani George N.

**Thro:** The Director, CLL&WT

**To:** DVC (ACADEMICS)

**Ref:** NOUN/PER/005/Vol.1

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### WEEKLY REPORT OF ACTIVITIES FOR 12<sup>TH</sup> AUGUST 2011

#### INTRODUCTION:

I am a course coordinator in medical office practice with the centre for life- long learning and workplace training of the University.

The following courses are under my supervision:

#### CERTIFICATE COURSES:

CODES:

TITLE:

MOP 011

INTRODUCTION TO MEDICAL AND DENTAL RECEPTION

MOP 013

DEALING WITH PATIENTS

MOP 014

FIRST AID AND EMERGENCIES

MOP 015	COMMUNICATING WITH THE PATIENTS AND THE TEAM
MOP 016	COMMUNICATING IN WRITING
MOP 017	OFFICE KEEPING AND MANAGEMENT PRACTICES
MOP 018	MEDICAL OFFICE BOOK-KEEPING
MOP 019	INTRODUCTION TO MEDICAL TERMINOLOGY
MOP 0111	APPOINTMENTS, MEDICAL RECORDS AND REPORTS

#### **DIPLOMA COURSES:**

CODES:	TITLE:
MOP 021	INTRODUCTION TO MEDICAL AND DENTAL RECEPTION
MOP 023	DEALING WITH PATIENTS
MOP 024	FIRST AID AND EMERGENCIES
MOP 025	COMMUNICATING WITH THE PATIENTS AND THE TEAM
MOP 026	COMMUNICATING IN WRITING
MOP 027	OFFICE KEEPING AND MANAGEMENT PRACTICES
MOP 028	MEDICAL OFFICE BOOK-KEEPING
MOP 029	INTRODUCTION TO MEDICAL TERMINOLOGY
MOP 031	APPOINTMENTS, MEDICAL RECORDS AND REPORTS

A total of 18 courses.

These courses are meant to prepare participating students to work as professional receptionists in virtually all hospitals or healthcare setting.

My duties are to see to the proper maintenance and implementation of the curriculum of these courses through coordination, development and assessment.

Medical Office Practice has undergone an extensive and well articulated restructuring in the last few months.

A new detailed programme plan (DPP) has been developed and approved by the senate and which takes immediate effect. In this plan, the centre for life-long learning is to offer only diploma in Medical Office Practice. This change affects only prospective students. Old students are to continue with the old DPP until graduation.

Semester courses load, credit units, admission and graduation requirements for these programmes were also modified. At the end of each programme, students are to write long essay reports instead of the old cumbersome and misapplied project report.

A new Hospital internship scoring form has been structured and developed for students of these programmes as a marking guide to their assessors.

As an assistant exam officer, questions for e-tmas and e-exams for these courses and that of the rest programmes of the centre have been set, typed, scripted and successfully uploaded.

**RECOMMENDATION:**

I advocate for streamlining all courses' codes in Medical Office Practice, so that the codes can become uniform in all National Open University portals (ILMS, MAPLE TA etc).

The interest of the University in the centre should be encouraged to boost its image through approvals for periodical seminars, workshops and training.

Staff of the centre should be encouraged to improve on their present academic status through sponsorships on further studies and trainings, to meet the future challenges of teacher quality in the centre.

Thank you.

DR ANI GEORGE N.

(Course coordinator)

